

Site Administrator (SA)

Objective: At the completion of this section, the learner will know the:

- Staff considered to be the Site Administrator (SA)
- Duties of a Site Administrator in ImmPRINT
 - User Activation & Deactivation
 - Training
 - SEA duties

The first step to participating in the ImmPRINT registry is designating your organization's Site Administrator (SA). Selecting the SA will depend upon your facility type, and will determine your facility's access type in ImmPRINT. Table 1 displays the suggested designated SAs per facility type.

Table 1: Designated Site Administrators per Site Type

Facility Type	Designated Site Administrator (SA)
Clinic	Staff Manager/Office Manager*
Child Care Centers	Director
Hospital	Managerial Position*
Public School	Lead Nurse
Private School	Headmaster/Designee
Insurance Company	Managerial Position*
Pharmacy	Pharmacist
FQHC	Managerial Position*
RHC	Managerial Position*
Youth Facility	Managerial Position*

**Ideal or recommended staff member to serve as SA, but may not be possible or appropriate for the site. In these cases, selecting the SA is at the discretion of the site.*



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Site Enrollment Agreement (SEA)

The SEA is the agreement completed by all sites to ensure all ImmPRINT sites meet and remain compliant with ImmPRINT's standards and rules. The SA is responsible for submitting the initial and annual site enrollment agreement, and adding new providers to the site's enrollment agreement. The "Site Enrollment" section of this manual explains how to complete this process.

Training

The SA is responsible for ensuring his/her site's ImmPRINT personnel undergo and receive the appropriate and necessary ImmPRINT training. As a new site, SAs must coordinate site and staff training with the Immunization Compliance Manager (ICM). After initial ImmPRINT training, the SA is responsible for training any new ImmPRINT users for his/her site. For additional help with new staff training, please contact your ICM.

User Activation & Deactivation

Once a site has been initially trained and activated as an ImmPRINT site, the SA is responsible for activating and deactivating users at his/her site. At the completion of a new user registration, the following message box will appear.

Please have your Site Administrator activate your account. If problems arise during this process please call 1-800-469-4599 or 334-206-5023

OK

The SA needs to log into ImmPRINT, click "Site Maintenance", and select "Staff List".

Please note that it is common to see the staff member's name to have checkbox under the

active column.  For new users, this does not mean the account is active.



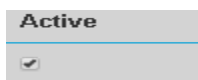
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Therefore, continue activating the new user's account by clicking on the staff member's name. Next to the user's name, a drop down box will have "Pending Approval" in the access level field. Select the arrow and assign the appropriate access type. Access type will be determined by the site's facility type. For example, a new user type at a clinic will be "Clinic User", while a school will have "School Nurse" as a user type. There is a "Notes" box available to be used at the SA's discretion to document changes to the staff member's details page (i.e. activation). Click "Update" at the top of the page. If the SA experiences any issues during this process, please contact ImmPRINT at 1-800-469-4599 or immprint@adph.state.al.us.

The SA also must deactivate users from his/her site when users no longer require ImmPRINT access. Examples that warrant deactivation include: a user separating from employment, extended medical/personal leave, or no longer performs ImmPRINT activities. The SA will log into ImmPRINT, click "Site Maintenance", and select "Staff List". Click the staff member's name. This will open the Staff Details page. Uncheck the active box



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SA duties for HL7 site. If your site has an HL7 interface with ImmPRINT, SAs must arrange the HL7 reports are ran monthly for each site to ensure data accuracy. These reports confirm the site is submitting vaccine data on a continuous basis, and show the errors that have occurred during data transmission. Lastly, these SAs must also notify ImmPRINT



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and the HL7 team of any changes including site name changes, merges between facilities, electronic health record (EHR) vendor changes. Please refer to the HL7 section of the manual for further details on these duties.



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